

# **CERTIFIED HANDBOOK**



## **SUMNER COUNTY EDUCATIONAL SERVICES, INTERLOCAL 619**

**SY 2024-2025**

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## CERTIFIED HANDBOOK

### INTRODUCTION:

This handbook is designed to be consistent with Board Policies of the Interlocal, District 619, and to expand upon those policies for clarification and interpretation to specific programs. It is the responsibility of every Interlocal staff member to be familiar with the policies and procedures set forth in this document and in the Board Policies. Should questions arise regarding a particular policy or procedure, the Director of the Interlocal should be contacted so that the concern can be clarified quickly and efficiently.

### **I. SPECIFIC POLICIES RELATIVE TO CERTIFIED PERSONNEL**

#### **A. STAFF CERTIFICATION OR LICENSURE**

Staff must hold the appropriate certificate or license issued by the Kansas State Department of Education at the time of employment or re-employment. It is the responsibility of each individual staff member employed by Interlocal to acquire and maintain appropriate licensure in the area where they are providing services. Failure to do so may result in the employee being paid as a paraeducator with the hourly rate based upon a Bachelor of Science degree plus years of experience.  
K.S.A. 72-1390

Appropriate application forms may be secured through the Interlocal office or the Kansas State Department of Education website. It is the responsibility of each staff member to pay the fee associated with the application and to re-apply in a timely manner to hold appropriate certification/licensure for the coming year.

#### **B. PLACEMENT ON THE SALARY SCHEDULE**

Placement on the salary schedule will be in accordance with experience, degree(s) earned, and additional hours completed from a state-approved program. Any person holding a degree from an institution in an area that was not a state-approved program will be placed on the salary schedule at the appropriate step but limited to Column 1, Bachelor of Science, regardless of an advanced degree(s) and/or hours.

Placement in the appropriate column of the salary schedule for B.S., M.S., Ed.S. Ed.D., Ph.D., or another degree must be in education or a related area. Degrees must be verified through an official transcript, which must be on file with the Clerk of the Board of District 619. Additional hours must be graduate-level course work and related to the position or must be approved by the Director prior to enrolling in the course.

Original placement on the appropriate step/column of the salary schedule shall be determined by the Director. Experience must be in the field of education or field(s) directly related to the position.

**C. CONTRACT REQUIREMENT**

Each teacher shall have ten (10) days from the date postmarked in which to return the contract after issuance by the Board of Directors

**D. PERSONNEL FILE )See Board Policy GAK)**

The following items must be on file with the Human Resources Department of the Board PRIOR TO THE EMPLOYEE'S FIRST PAYCHECK BEING ISSUED:

1. Employer copy of certification/license in area employed
2. Application, completed in full
3. Current contract signed by the employee and the Board President
4. Copy of driver's license
5. Completion of personnel record
6. Current address
7. Current telephone number
8. Copy of social security card
9. Current W-4 form
10. Election form for Cafeteria Plan 125
11. Official transcript of college hours
12. Certification of Health for School Personnel
13. Oath of Affirmation of Loyalty
14. KPERS Enrollment Application

Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor.

TEACHERS WHO ARE HIRED ON A WAIVER must meet KSDE requirements by submitting a Plan of Study completed by a state institution with an approved program and providing evidence of current enrollment in at least one course on the approved plan of study.

**E. CONTRACTUAL REQUIREMENTS**

a. Continuing Contract Law –

K.S.A. 72-5437. Continuation of teachers' contracts; notice of termination or nonrenewal; change of terms.

"All contracts of employment of teachers... shall be deemed to continue for the next succeeding school year unless written notice of termination or nonrenewal is served... by a board upon any teacher on or before the third Friday in May"

- b. Notification of Resignation -  
 K.S.A. 72-5437. Continuation of teachers' contracts; notice of termination or nonrenewal; change of terms. ... A teacher shall give written notice to the board that the teacher does not desire the continuation of a contract on or before the 14th calendar day following the third Friday in May..."  
 This written notification must be submitted to the Interlocal Director. A copy will then be submitted to the Board of Directors for their action. Certified employees who have signed a contract with Interlocal or who have not resigned by the date as enacted by the Kansas State Legislature shall not be released from their contract until a suitable replacement has been obtained.
- c. Contract Days - The number of days for each teacher's contract and position will be set forth in the Employment Contract. The Director may assign staff additional contract days on a per diem basis. This will be reviewed yearly to determine need.
- d. District Calendars - Interlocal employees are expected to adhere to the calendar of the district to which they are assigned. Itinerant staff is expected to follow the calendar outlined by the Interlocal and, as closely as possible, the "student contact" days of each of the districts they serve. Itinerant staff should refer any questions concerning duty days to the Director of the Interlocal.
- e. IEP Development and Implementation - All teachers directly serving students are responsible for the timely development and implementation of annual Individual Education Programs (IEPs). The teacher is also responsible for developing and implementing lesson plans for the teacher and each para educator assigned to the teacher. Daily lesson plans should be available for review by administrative personnel throughout the school year. This means that lesson plans should be current and well organized as a matter of practice.
- f. Para Supervision - All teachers who have a para educator assigned to them are responsible for the supervision of the para educator within both the special education and regular education settings. Teachers are responsible for developing the lesson plans each para educator is working from. The teacher is also expected to evaluate the para educator's actual job performance. Supervising teachers will be required to keep a log documenting para supervision as per requirements of *KSDE Special Education Reimbursement Guide*. Teachers will be provided a template to use or may create their own form to document supervision.
- g. Certified Staff Retired from KPERS - Certified staff who have retired through the Kansas Public Retirement System (KPERS) are not covered by the *Negotiated Agreement*.

**F. TRANSFERS AND ASSIGNMENTS (See Board Policy GACE)**

Special education assignments will be made by the Director of the Interlocal in consultation with the Board of Directors and district administrators.

As needs arise, staffing profiles will be recommended to the Interlocal Board of Directors for their approval. This may mean that some employees will be

transferred into program areas that will serve the total scope of the Interlocal in a cost-efficient and personnel-efficient manner.

Requests for transfers to other programs or positions must be made in writing to the Director of the Interlocal on or before May 15. The Director reserves the right to approve or disapprove all requested transfers.

**G. EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities may be considered and engaged in by Interlocal personnel (such as coaching, class sponsorship, or club sponsorship); however, the primary responsibility of the Interlocal employee is to the Interlocal. These primary responsibilities are included in the employee's job description.

All responsibilities associated with the extra-curricular assignment are the sole responsibility of the school district requesting the involvement. This includes the hiring and payment of substitute teachers for Interlocal personnel involved in extracurricular activities during the school day and the reimbursement to the employee of any supplemental contractual amount associated with the extra-curricular activity. If a conflict arises out of fulfillment of job responsibilities, the Director or School Administrator can request that involvement with extra-curricular activities be limited to after-school hours.

**H. ADMINISTRATIVE SUPERVISION**

When Interlocal staff is serving students or personnel within a building, they are under the direct supervision of the building principal. Interlocal staff are to involve the building administrator in all issues affecting students and staff within that administrator's building.

The Interlocal administration is responsible for the overall implementation of all programs sponsored by the Interlocal and for the ultimate supervision and evaluation of Interlocal personnel. When possible, ~~this~~ supervision and evaluation will be a joint effort between the Interlocal administration and the district and building administration.

**I. DRUG AND ALCOHOL FREE POLICY**

The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

- Possession of and/or being under the influence of alcohol, illegal narcotics, drugs, etc., is prohibited and may result in termination. The consumption of alcohol during working hours, including lunch and breaks, is also prohibited.
- The use of tobacco products is prohibited in or on school property. This applies to everyone working on, working in, using or visiting school

property. It applies to personal vehicles on school District property and District owned vehicles.

**J. DRUG AND ALCOHOL TESTING**

Interlocal 619 will follow all Federal and State regulations concerning drug and alcohol testing, if suspected while reporting for work.

**II. JOB-RELATED TRAVEL AND TRANSPORTATION FOR CLASS ACTIVITIES**

Travel logs showing actual mileage and submitted to the Interlocal Clerk by the 10<sup>th</sup> of each month will be considered for reimbursement at the next regular Board meeting. The travel log shall be completed utilizing the mileage between 619 attendance buildings and the 619 Office that is on the Interlocal 619 Mileage Chart located on the 619 website.

Reimbursement for mileage will be made following approval by the Board.

Travel expenses for each day will be calculated from the employee's base school or home, depending upon which distance is actually driven. The employee's "base school" shall be determined by the Director. Should the employee's home be further from their first assignment of the day than the base school, the mileage for the day shall start from the base school. The employee will be entitled to mileage to return to the base school or the employee's home, whichever is closer.

Mileage will be reimbursed to employees who are required to travel to the 619 Office for meetings with 619 administration and staff. Likewise, mileage will be reimbursed to employees who, by necessity, must schedule a parent meeting in the 619 Office to accommodate a parent's time schedule.

Employees, specifically itinerant employees, may be required to travel between school districts. The employee will establish a schedule at the beginning of each school year and follow it with fidelity. The employee should utilize technology to attend meetings virtually that are scheduled when the employee is in a different district as much as possible. The employee should not leave during the school day to run errands or for personal reasons. **NO** employee should leave for any reason that is not work/school related, they must get this approved from the building administrator, notify the Director and/or Assistant Director, and PTO must be reported.

All out-of-state travel (with the exception of the Kansas City Metropolitan area) that is connected with the employee's assignment or inservice activities requires approval in advance by the Board of Directors. The employee shall submit the appropriate leave form and expense estimates to the Director in time for action by the Board of Directors **PRIOR TO** the travel.

All workshop or inservice travel must be approved in advance by the Professional Development Council. Staff will be expected to use a 619 vehicle when attending a workshop or inservice. Failure to use this vehicle may result in mileage reimbursement

being denied. If a 619 vehicle is not available, individual travel and reimbursement must be approved by the Professional Development Council.

Private vehicles are not to be used for transporting students.

Transportation for field trips should be arranged with the building principal and should utilize school vehicles. Prior approval must be obtained from building principals. If a 619 vehicle is used for the field trip, approval must also be obtained from the Director.

### **III. SUBSTITUTES**

It is the responsibility of the building principal or their designee to secure substitutes for Interlocal staff assigned to classroom teaching positions.

Substitutes for para educators will NOT be hired unless prior approval has been obtained by the Director or Assistant Director.

It is the responsibility of each individual staff member to prepare lesson plans IN ADVANCE for substitutes. These lesson plans should be included in a "Substitute Folder" which lists any other relevant information regarding students' individual services and para educator assignments. A statement regarding the confidentiality of each student must be included in this folder.

If a substitute is used in the absence of an Interlocal employee, that substitute's name must be included on the Interlocal employee's leave form.

**A GOOGLE LEAVE FORM THAT CAN BE FOUND ON THE 619 WEBSITE MUST BE SUBMITTED AND ON FILE AT 619 FOR ALL ABSENCES WHETHER PERSONAL OR SCHOOL RELATED WITHIN 24 HOURS OF RETURN FROM THE ABSENCE! IF KNOWN AHEAD OF TIME, IT MUST BE FILED PRIOR TO ABSENCE!**

### **IV. POLICIES RELATIVE TO GENERAL PROCEDURES**

#### **A. CERTIFICATION OF HEALTH FOR SCHOOL PERSONNEL(K.S.A.72-6266)**

1. Physical Examination Requirements  
Pursuant to K.S.A. 72-6266, Sumner County Educational Services, Interlocal #619 requires applicants to whom a conditional offer of employment has been extended to undergo a medical examination, including a TB skin test.
2. Cost of Required Examinations  
Required medical examinations will be paid for by Sumner County Educational Services and will be performed by a physician or licensed medical facility designated or approved by Sumner County Educational Services. Medical examinations paid for by Sumner County Educational



Services are the property of the company, and the examination records will be treated as confidential and kept in our personnel files. However, should an employee be terminated or resign from their position prior to working 10 pay periods, the cost of the medical examination will be deducted from the employee's final paycheck.

**B. PAID-TIME-OFF (PTO) DEDUCTION**

PTO may be taken in 2-hour increments if coverage can be secured and approved by the building administrator.

**C. INSERVICE FUNDS**

Funds are set aside for staff to attend workshops/in-services. Requests to attend workshops/in-services must be submitted in advance to the Professional Development Council (PDC) for prior approval of estimated expenditures.

The PDC will approve all in-services for teachers which must be submitted prior to PDC meetings. Staff will be notified when meeting dates have been set. Complete guidelines that govern in-services can be found in the Interlocal's Five-Year Staff Development Plan. All out-of-state workshops/in-services (with the exception of the Kansas City metropolitan area) must be approved in advance by the Board of Directors.

**D. TUITION REIMBURSEMENT**

Tuition reimbursement is at the discretion of the Director and the BOE, subject to available funds.

**E. FIELD TRIPS**

Field trips may be approved when educational objectives are established and funds are available. The building principal will be responsible for approving field trips.

1. All in-district field trips must follow the policies of that individual district. All Sumner County Academy field trips must have prior approval by the Director or Assistant Director.
2. All out-of-state field trips must be approved 10 days in advance by the building administrator, the Director, and the Interlocal Board of Directors.
3. Sumner County Academy field trip requests must be submitted in writing using the "Field Trip Approval Form".
4. All students participating in Sumner County Academy out-of-district field trips must have written permission from a parent or guardian.

5. If an Interlocal vehicle is to be used, this must be included on the “Field Trip Approval Form”.
6. All field trips will use transportation provided by the local districts and/or Interlocal 619.
7. These guidelines apply to whether you are transporting one student or 20.

Staff shall not use a personal vehicle to transport students for any activity or purpose. Any exception to this policy must be approved by the Director in advance of student transport.

#### **F. ATTENDANCE**

All employees of the Interlocal are expected to arrive and leave their job assignments at the times specified by individual building policy or the *Negotiated Agreement*. Staff who will be absent from work are to notify their building administrator and secretary of their assigned building to inform them of their absence.

Attendance at all staff meetings called by the Director is required. The Director must approve any exceptions in advance.

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#### **G. SNOW DAYS/BAD WEATHER**

In case of snow days and/or bad weather, the office will close at the discretion of the director and/or board president. The decision will be made as early as possible. Upon the Director making a decision, 619 will send a “one call”. Staff assigned to a specific district will be included on that district’s calling tree and should sign up with the districts they serve to receive each district’s automated notification of cancellations and changes. If an itinerant staff member is scheduled for a full day in a district that has closed due to the weather, that day will not be considered a work day for the staff member. However, if the assignment is half a day in one district and half a day in another district that is in session, the staff member would be required to work in the district that is in session.

If a staff member feels driving conditions are not safe, the employee should notify the Interlocal office and their district that they will be absent that day. As a result, staff must take a PTO day.

If a staff member has a meeting(s) set up when a snow day occurs and the meeting(s) must be done to meet compliance requirements, the teacher is

responsible for hosting the meeting virtually and fulfilling the compliance requirements. This does not count as Extra Duty Pay.

#### **H. SUPPLY AND EQUIPMENT REQUESTS**

Supply and equipment requests shall be submitted to the Director for review and approval. All purchase requests for the current school year must be submitted prior to May 1 of that year. All supply and equipment requests shall be submitted on the requisition form. No charges may be made for any supplies or equipment, including food items, without the prior written permission of the Director.

A teacher may purchase their own supplies from local vendors and will be reimbursed, upon submission of an itemized sales receipt, the total amount less sales tax up to the amount specified by the Interlocal for that school year.

It is the responsibility of all Interlocal personnel to anticipate the classroom or program supplies and equipment necessary to maintain their program or classroom in an effective and efficient manner.

#### **I. INVENTORY**

A Yearly inventory of teaching supplies and equipment is the responsibility of each classroom and itinerant teacher. An ongoing inventory of equipment and non-consumable supplies shall be conducted on an annual basis and submitted to the Interlocal Office.

Any transferring of instructional supplies and equipment shall have prior approval by the Director.

Any damaged or stolen items shall be reported in writing to the Director outlining the circumstances.

All equipment and non-consumable supplies shall be safeguarded and secured in an appropriate manner. This is the responsibility of the individual to whom the supplies or equipment are issued. All supplies and equipment must be stored at the assigned building. No supplies or equipment are to be stored at individual homes without permission from the Director with a specific list of items.

#### **J. FORMS**

It is the responsibility of each Interlocal staff member to be familiar with the required forms along with their guidelines and terms. Pertinent forms are available through Interlocal's website.

#### **K. ACCIDENT REPORTING**

If an accidental injury arises out of and in the course of employment, the claim based upon each injury may be compensable. If the Interlocal staff is injured on the

job, the building administrator and Interlocal 619 Director must be contacted as soon as possible after the injury.

- The Interlocal staff and building administrator are responsible for completing the appropriate forms, which must be turned in to the Interlocal 619 office within 48 hours of the accident. Forms are available on the 619 website or at the Interlocal 619 office.
- Failure to notify the building administrator and Interlocal 619 Director immediately of the accident/injury may prohibit payment of workers compensation benefits and may cause the Interlocal staff to face disciplinary action.
- The Interlocal staff must maintain copies of all doctor's orders and provide a copy to the Interlocal 619 office.
- The Interlocal staff must inform the doctor or hospital that they are covered by the Interlocal 619 workers compensation plan.

If the Interlocal staff seeks medical attention, the Interlocal staff who is receiving workers compensation shall be required to provide the Interlocal 619 office with a written doctor's release, prior to returning to work. In addition, should the Interlocal staff be released by a doctor to return to work and fail to do so, all benefits under workers compensation shall be restricted as provided by current statute.

#### L. END-OF-YEAR CHECKOUT

Each staff member is to comply with the requirements of the end-of-year checkout by assuring that all items are accounted for on the checkout list.

#### M. CELL PHONES

The employee will follow their local district policy as regards cell phone and other personal electronic device usage during the school day. However, cell phones should NOT BE USED for personal use while the employee is reporting for work. **Phone cameras can be used for school use and family projects, as permitted by district administration. However, phone cameras should NEVER be used to take pictures/videos of students during the school day for personal use and posted on social media.**